

Wells, Mike

From: Wells, Mike
Sent: Friday, November 08, 2013 8:38 AM
To: Levo, Brian; Vilpas, Sirkku; Legas, Barbara; Na, Chheang; Buza, Sharon; Lefeat, Amy; Smith, Candace; Chin, Joanne
Cc: Magorrian, Matthew; Cohen, Lori; Aoyama, Joyce; Kahlo, Meaghan
Subject: "Clear out the Clutter" Event, November 18-22--Litigation Hold Language

Cleanup Coordinators—Here is the most recent version of the messaging from ORC for Litigation Holds. As you know, ORC has asked us to include it in our communications announcing/reminding re all cleanup events:

"Also, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which you created or received them.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the Info page, or contact Joyce Aoyama, your records coordinator or ORC for additional information."

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